

**BYLAWS  
DISASTER PREPAREDNESS COMMITTEE  
OF THE  
EMERGENCY MEDICAL SERVICES COUNCIL**

**ARTICLE I  
PURPOSE**

The purpose of the Disaster Preparedness Committee (Committee) is to assess the status of disaster preparedness planning and response in Arizona as it relates to emergency medical services and trauma care for the purpose of making recommendations to the EMS Council (Council).

**ARTICLE II  
COMMITTEE LIAISON**

The intent of this Article is to provide for the timely and appropriate exchange of information regarding disaster preparedness planning and response between the Committee and the Council. The ADHS Bureau of Emergency Medical Services and Trauma System (BEMS) Bureau Chief or his/her designee is the Department's liaison to the Committee.

The BEMS Bureau Chief or his/her designee shall provide staff support and technical assistance to the Committee as needed. He/she shall make every reasonable effort to inform the Committee of pending actions and/or issues which may be within the scope of the consultative and advisory duties of the Committee.

**ARTICLE III  
MEMBERS**

**Section 1.** Committee Membership

Membership of the Committee shall consist of 9 members and include a diverse representation of individuals from throughout the state. There shall be at least 1 committee member nominated by each of the four EMS regions in addition to the Chair. One other member of the committee must be a member of the Emergency Medical Services Council. An ex-officio representative will be requested from Arizona Department of Emergency Management and the ADHS Bureau of Public Health Emergency Preparedness.

**Section 2.** Term of Membership

Membership of the Committee shall be reviewed annually by the Chair of the Disaster Preparedness Committee (Chair) and the Medical Director of Emergency Medical Services (Medical Director). Appointment to the committee will represent consideration for categories that reflect the nature of the work of the committee.

**Section 3.** Compensation

Committee members shall not be eligible to receive compensation.

**Section 4.** Voting

Each member of the Committee shall be entitled to one vote when present at a meeting of the Committee. No individual member shall cast more than one vote on the Committee. Voting by proxy and/or alternate voter shall not be authorized.

**Section 5.** Vacancies

Committee vacancies shall be filled through appointment by the Medical Director. The Chair of the Committee shall be responsible for informing the Medical Director of vacancies.

**ARTICLE IV  
OFFICERS**

**Chair:**

The Committee shall have a Chair who shall be a member of the EMS Council appointed by the Medical Director and shall perform the duties delegated by the Council and those prescribed by these bylaws and by the parliamentary authority adopted by the Council and the Committee.

**Vice Chair:**

The Vice Chair of the Disaster Preparedness Committee (Vice Chair) shall be selected by a majority of the members present and shall serve as the Disaster Preparedness Committee Chair in the absence of the Chair. Upon resignation or completion of term, a new Vice Chair will be selected at the next regular meeting.

**ARTICLE V  
MEETINGS**

**Section 1.** Regular Meetings

The Committee shall meet at least one time annually and other meetings will be scheduled as needed.

**Section 2.** Special Meetings

Special meetings and/or telephone meetings may be called by the Chair in agreement with the Committee Liaison, or by written request of five (5) members of the Committee and must comply with the Open Meeting Law.

**Section 3.** Notice of Meetings

Committee members shall be notified ten (10) days in advance of all Committee meetings. A yearly schedule of regular Committee meetings shall be made available to Committee members in January. Minutes of the previous meeting and an agenda for the upcoming meeting should be available to members ten (10) days in advance of the Committee meetings.

**Section 4.** Attendance

Regular attendance is expected of all Committee members. If a member fails to attend three (3) consecutive meetings, the Chair will notify the Medical Director, who will make a determination on the member's status.

**Section 5.** Quorum

A simple majority of the members of the Committee in person or by telephone shall constitute a quorum. Quorum will be determined by those actual members of the Committee and without consideration of vacant membership positions. Ex-officio members shall not be considered for quorum.

**ARTICLE VII  
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are inconsistent with these bylaws.

**ARTICLE VIII  
OPEN MEETING LAW**

The Arizona Open Meeting Law shall apply to meetings of the Committee.

**ARTICLE IX  
MINUTES**

Minutes of each Committee meeting will be recorded and the Committee shall have the right of review and correction of minutes of all meetings before publication and distribution.

**ARTICLE X  
MOTIONS**

All motions passed by this Committee will be forwarded to the Emergency Medical Services Council for review and/or action at their next regularly scheduled meetings.

**ARTICLE XI  
AMENDMENTS**

These bylaws can be amended at any regular meeting of the Committee by a majority vote, provided that the amendment has been submitted to the members in written form ten (10) days in advance of the meeting. Bylaws will be reviewed, at a minimum, every three years.

Approved: 9/19/08